

**ENROLLED MINUTES OF THE
HIGHLAND WATERWORKS BOARD OF DIRECTORS
NOVEMBER 30, 2017**

The Highland Water Works Board of Directors convened in study session immediately before the Regular Meeting at 6:30 p.m. on Thursday November 30, 2017 in the upper meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland Indiana, in order to discuss the final agenda of the regular meeting.

ROLL CALL: Present on silent roll call were President George A. Smith and Directors George Georgeff, Matthew Timmer and Edward Dabrowski. Also present were Derek Snyder, NIES Engineering, Inc.; John Bach, Public Works Director; Michelle Kobeszka, Recording Secretary; Mark Knesek, Operations Director; Mike Pipta, Fire Department; Rhett Tauber, Board Attorney; Mark Herak, Town Council Liaison; and Michael Griffin, Clerk Treasurer.

1. Mr. Bach discussed the Written Site Lease Offer he received on November 2, 2017 from Verizon regarding the equipment space that Verizon is leasing at the Ridge Road Water Tower. Verizon is requesting a lower monthly rent and an extension to the lease duration.
2. Mr. Snyder provided an update on the Kennedy Ave. and Woodward Ave. projects. Both projects are complete and Mr. Snyder is recommending that all previously withheld retainage be released to the respective Contractors. President Smith asked Mr. Snyder if he is assuring that everything has been completed and Mr. Snyder stated that the punch-lists for both projects have been completed.
3. Mr. Knesek is preparing a standard procedure for field marking water service locations, including flags and new paint on B-Boxes, for all delinquent accounts listed by the Town's billing department. It is hoped that residents would notice the markings and contact the Town to pay past due amounts.
4. President Smith discussed the agenda items.

The Highland Water Works Board of Directors met in its Regular Session on Thursday, November 30, 2017 at 7:00 p.m. in the upper meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland Indiana. President Smith opened the meeting. The minutes were recorded by Michelle Kobeszka, Serving as Recording Secretary. The session was opened with the Pledge of Allegiance.

ROLL CALL: Present on roll call were President George A. Smith and Directors George Georgeff, Matthew Timmer and Edward Dabrowski. Also present were Derek Snyder, NIES Engineering, Inc.; John Bach, Public Works Director; Michelle Kobeszka, Recording Secretary; Mark Knesek, Operations Director; Mike Pipta, Fire Department; Rhett Tauber, Board Attorney; Mark Herak, Town Council Liaison; and Michael Griffin, Clerk Treasurer. President Smith advised there is a Quorum present tonight.

MINUTES: President Smith asked if there were any corrections to the Minutes of the Regular Meeting of October 26, 2017, as prepared and posted. Director Timmer moved to approve the Minutes of the Regular Meeting on October 26, 2017. Director Dabrowski seconded. On a vote viva voce, the motion passed.

Special Orders: NONE

Communications:

1. Letter received from Derek Snyder, NIES Engineering, Inc., dated November 13, 2017, regarding Final Pay Request 3 for the Kennedy Avenue Water Main Replacement Project in the amount of \$34,953.24.
2. Letter received from Derek Snyder, NIES Engineering, Inc., dated November 17, 2017, regarding Final Pay Request 3 for the Woodward Avenue Water Main Replacement Project in the amount of \$12,762.75.
3. Letter received from John Bach, Water Works Superintendent, regarding a Special Public Meeting – November 30th 2017 at 7:00pm.
4. Letter received from Margaret Salemi Director, Network Engineering and Operations at Verizon Wireless, in regards to a Written Site Lease Offer dated November 2, 2017. Site name and address is the Water Tank –Highland, IN.

Unfinished Business and General Orders:

1. Highland Waterworks
Board of Directors
Resolution No. 2017-28

A RESOLUTION AMENDING THE 2017 CAPITAL PROJECT BUDGET OF THE WATERWORKS TO BE PAID FROM ITS WATERWORKS IMPROVEMENT FUND. DIRECTOR GEORGEFF MOVED TO APPROVE RESOLUTION NO. 2017-28. DIRECTOR TIMMER SECONDED. DISCUSSION NONE. UPON A ROLL CALL VOTE, WERE (4) AFFIRMATIVES AND NO NEGATIVES. THE MOTION PASSED.

**Water Works District of Highland
Board of Directors
Capital Budget Resolution No. 2017-28**

A RESOLUTION AMENDING THE 2017 CAPITAL PROJECT BUDGET OF THE WATERWORKS TO BE PAID FROM ITS WATERWORKS IMPROVEMENT FUND

Whereas, The Highland Waterworks is governed by its Board of Directors, pursuant to the provisions of IC 8-1.5-4 et seq.; and

Whereas, IC 8-1.5-4-4 specifically provides that the Board of Directors shall manage and control all works of the waterworks and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

Whereas, The Board of Directors in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 8-1.5-4 et seq. including repealing or amending them consistent with the Waterworks Law; and

Whereas, The Board of Directors adopted Resolution No, 2017-01, A Resolution Establishing the 2017 Capital Project Budget of the Water Works to be Paid from its Waterworks Improvement Fund; and

Whereas, The Board of Directors has now determined to construct certain Projects not included in the original budget and amend the 2017 Capital Project Budget of the Waterworks Improvement Fund to include said project, all for the sound management and control of the waterworks in performing its duty to construct, reconstruct, repair, and maintain all water works.

Now, Therefore Be it Resolved by the Board of Directors of the Highland Waterworks, Lake County, Indiana, as follows:

Section 1. That for the Capital expenses as hereinafter identified of said Waterworks, the following allowances for the identified sums of money are hereby fixed and ordered set apart for the purposes herein specified to be paid from Waterworks Improvement Fund:

Altitude Valve – Bradley Pump Station	\$18,311.00
Utility Crew Service Vehicle	<u>\$119,052.75</u>
Total	\$137,363.75

Section 2. That the Municipal Fiscal Officer is instructed and authorized to assign such accounts and establish such financial reporting methodology as to permit the regular review of the Capital expenses herein identified as compared to the budgeted amounts and to otherwise carry out the objects and purposes of this resolution;

Section 3. That the Superintendent of the Waterworks is instructed and authorized to prepare accounts payable for projects identified herein in such a manner as to support and permit the regular review of the Capital expenses herein identified as compared to the budgeted amounts and to otherwise carry out the objects and purposes of this resolution;

Section 4. That there shall be no capital expenditure for the identified projects in excess of the amounts fixed by this resolution without express action by the Board of Directors, revising the amount fixed and authorizing the additional allowance amount;

Section 5. That this Resolution shall be effective immediately upon its passage and adoption by the Board of Directors and may be amended or repealed by subsequent resolution duly passed and adopted.

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 30th day of November 2017. Having been passed by a vote of 4 in favor and 0 opposed.

**HIGHLAND WATERWORKS
BY ITS BOARD OF DIRECTORS:**
/s/ George A. Smith, President

Attest:
/s/ George Georgeff, Secretary

2. Highland Waterworks
Board of Directors
Resolution No. 2017-29

A RESOLUTION ACCEPTING AND APPROVING A PROPOSAL FROM GASVODA & ASSOCIATES, INCORPORATED FOR THE PURCHASE AND INSTALLATION OF ONE (1) SINGER 10” ALTITUDE VALVE AT THE BRADLEY PUMP STATION IN THE AMOUNT OF \$18,311.00. DIRECTOR DABROWSKI MOVED TO APPROVE RESOLUTION NO. 2017-29. DIRECTOR TIMMER SECONDED. DISCUSSION MR. HERAK ASKED IF THERE WERE ANY OTHER QUOTES FROM OTHER SUPPLIERS. MR. PIPTA STATED NO AND IT HAS BEEN 25 YEARS SINCE THIS WAS LAST REPAIRED. DIRECTOR GEORGEFF REQUESTED FOR NEXT TIME TO GET SEVERAL QUOTES FROM OTHER SUPPLIERS. UPON A ROLL CALL VOTE, WERE (4) AFFIRMATIVES AND NO NEGATIVES. THE MOTION PASSED.

**WATERWORKS DISTRICT OF HIGHLAND
BOARD OF WATERWORKS DIRECTORS
RESOLUTION NO. 2017-29**

A RESOLUTION ACCEPTING AND APPROVING A PROPOSAL FROM GASVODA & ASSOCIATES, INCORPORATED FOR THE PURCHASE AND INSTALLATION OF ONE (1) SINGER 10” ALTITUDE VALVE AT THE BRADLEY PUMP STATION IN THE AMOUNT OF \$18,311.00

Whereas, the Waterworks District of Highland (District) is governed by its Board of Waterworks Directors, pursuant to the provisions of IC 8-1.5-4 et seq.; and

Whereas, IC 8-1.5-4-4 specifically provides that the Board of Directors shall manage and control all works of the waterworks and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

Whereas, The Facilities Supervisor reports that the #2 altitude valve at the Bradley Pump Station is experiencing operational problems and, due to its age, (25 years old) recommends replacement in lieu of rebuild; and

Whereas, the Facilities Supervisor, on behalf of the Purchasing Agent, expected that the purchase would be less than \$50,000 and, pursuant to §3.05.060(G)(2) of the HMC, determined to purchase supplies and services on the open market; and

Whereas, The Facilities Supervisor has procured a proposal from Gasvoda & Associates, Incorporated for the purchase and installation of one (1) singer 10" Altitude Valve 106-A-Type A in the amount of Eighteen Thousand Three Hundred Eleven Dollars and no Cents (\$18,311.00); and

Whereas, the Waterworks Board of Directors, pursuant to §3.05.030(D) of the HMC, serves as purchasing agency for the Waterworks Department and the Public Works Director, pursuant to §3.05.050(D)(6), serves as the Purchasing Agent for the Waterworks Department; and

Whereas, the purchase price exceeds \$15,000.00 and, pursuant to §3.05.040(C) of the HMC, requires the express approval of the purchasing agencies; and

Whereas, The Facilities Supervisor and Public Works Director have reviewed the proposal from Gasvoda & Associates, Incorporated and recommend its acceptance and approval to the Waterworks Board of Directors; and; and

Whereas, there are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

Whereas, The Water Works District of Highland, through its Board of Directors, now desires to accept the recommendation of the Facilities Supervisor and Public Works Director, accept and approve the proposal from Gasvoda & Associates, Incorporated

Now, Therefore Be it Resolved by the Board of Directors of the Highland Waterworks, Lake County, Indiana, as follows:

Section 1. That the Proposal of Gasvoda & Associates, Incorporated in the amount of Eighteen Thousand Three Hundred Eleven Dollars and no Cents (\$18,311.00) the purchase and installation of one (1) singer 10" Altitude Valve 106-A-Type A is hereby accepted and approved;

Section 2. That the Water Works District of Highland, through its Board of Directors, believes that **Gasvoda & Associates, Incorporated** has demonstrated professional competence and qualifications to perform the particular services called for in the Proposal and associated project, pursuant to I.C. 5-16-11.1-5; and

Section 3. That the Water Works District Superintendent is authorized to execute the agreement and all documents necessary to implement the Project.

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 30th day of November, 2017. Having been passed by a vote of 4 in favor and 0 opposed.

**HIGHLAND WATERWORKS
BY ITS BOARD OF DIRECTORS:**
/s/ George A. Smith, President

Attest:

/s/ George Georgeff, Secretary

3. Action to approve Final Pay Request 3 (release retainage) for the Kennedy Ave Water Main Replacement Project in the amount of \$34,953.24.

4. Action to approve Final Pay Request 3 (release retainage) for the Woodward Ave Water Main Replacement Project in the amount of \$12,762.75.

New Business: NONE

- Reports:**
1. Waterworks Superintendent - NONE
 2. Waterworks Attorney- NONE
 3. Waterworks Engineer - NONE
 4. Fire Department- NONE

Business from the Floor: NONE

Claims:

Per the docket in the amount of:		
062	Consumer Deposits	\$34.59
064	Waterworks Operating	\$221,745.85
066	Water Improvements	\$29,083.15
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Total		\$250,863.59

Director Dabrowski moved to approve claims per the November 30, 2017 docket in the amount of \$250,863.59. Director Georgeff seconded. On a vote *viva voce*, the motion passed.

Notes:

After further discussion, the Board decided to reject Verizon's Written Site Lease Offer dated November 2, 2017 and directed Mr. Bach to issue a letter notifying Verizon that the Board is not interested in renegotiating the current lease agreement at this time.

Mr. Griffin reviewed the financial report with the Board. He also stated that funds are still available in the Capital Fund that need to be transferred out for the painting of the Bradley Pump Station and purchasing of new Fire Hydrants.

Mr. Griffin discussed how customers that are delinquent will receive notification. Mr. Griffin also stated that a monthly hearing for appeals to water shutoffs will need to be set up.

President Smith directed Attorney Tauber to prepare a letter for changing out meters.

Mr. Griffin advised that a rate study should be started in the beginning of 2018.

Next Meeting:

The next Public Meeting will be held on Thursday, December 14, 2017 at 4:00 p.m.

ADJOURNMENT: With no other business to come before the Board of Waterworks Directors, President George A. Smith moved to adjourn 7:34pm.

Respectfully Submitted,
Michelle Kobeszka,
Recording Secretary